

The Association of Boards of Certification

DANTES Test Centers' Authorization

The Association of Boards of Certification (ABC) authorizes military installations with DANTES test centers to administer the ABC Certification Program examinations.

Background

ABC has been assisting states and provinces with environmental certification programs since 1972. Its membership consists of over 80 certifying authorities representing more than 40 states and 10 Canadian provinces that certify over 150,000:

- Water and wastewater treatment operators
 - Laboratory analysts
 - Backflow prevention assembly testers
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Description

Description

ABC offers four levels of operator examinations (Class I, II, III, and IV) in the following certification areas:

- Water Treatment
- Wastewater Treatment
- Distribution
- Collection
- Water Treatment Lab (Class I and II only)
- Wastewater Lab

ABC also offers a very small water system and small wastewater system certification.

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Description, Continued

Eligibility

To be eligible to sit for the exam, the examinee must meet the following certification standards:

Very Small Water System (VSWS)/Small Wastewater Systems (SWWS) Operator's Examination	
• 0.6 CEUs VSWS/SWWS education	
• 6 months of acceptable experience	
Class I	• High school diploma, GED, or equivalent • 1 year of acceptable experience
Class II	• High school diploma, GED, or equivalent • 3 years of acceptable experience
Class III	• High school diploma, GED, or equivalent • 900 contact hours of post high school education • 4 years of acceptable experience including 2 years of direct responsible charge* (DRC)
Class IV	• High school diploma, GED, or equivalent • 1,800 contact hours of post high school education • 4 years of acceptable experience including 2 years of direct responsible charge* (DRC)

***DRC is not required for laboratory analysts.**

Percentages

The percentage composition of the **Operator's Examination** are:

NTK Module	Class I	Class II	Class III	Class IV
General	25%	15%	5%	0%
Support Systems	20%	15%	15%	10%
Quality Control	50%	60%	60%	60%
Administration	5%	10%	20%	30%

***Please contact ABC for the “need-to-know” (NTK) criteria for the examinations.**

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Description, Continued

Operator's Job Modules The operator's job modules are:

Module	Description
General	Underlying skills and knowledge necessary to properly operate the plant or system.
Support Systems	Tasks necessary to operate and maintain equipment that enables the plant/system to function.
Quality Control	Tasks necessary to operate processes. The focus is on the processes, not the equipment.
Administration	Tasks necessary in the administration of the plant or system.

Passing Score The passing score for the ABC certification examination is 70.

Candidates passing the exam receive a certificate and are listed on the Reciprocity Register.

Applications

Application To obtain an application, contact:

Association of Boards of Certification
208 5th Street
Ames, IA 50010-6259

Phone: (515) 232-3623
E-mail: abc@abccert.org
Web page: <http://www.abccert.org>.

Program Materials and Assistance

Study Guides The following study guides are available:

For	Order from
<ul style="list-style-type: none">• Operator Certification Study Guide A Workbook for Treatment Plant Operators and Distribution System Personnel	American Waterworks Assoc. 666 W. Quincy Avenue Denver, CO 80235 Phone: (303) 794-7711 Web address: www.awwa.org
<ul style="list-style-type: none">• WEF/ABC Certification Study Guide for Collection Systems Personnel• WEF/ABC Wastewater Laboratory Analysts' Guide to Preparing for the Certification Examination• WEF/ABC Wastewater Operators' Guide to Preparing for the Certification Examination	Water Environmental Federation 601 Wythe Street Alexandria, VA 22314-1994 Phone: 1-800-666-0206 Web address: www.wef.org

Questions Contact ABC by mail, E-mail, or phone (see information on page III-11-3) if you have any questions about:

- Application qualifications
 - Current fees
 - Educational requirements, or
 - Any other area.
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Ordering

Ordering Examinations To order an examination, the Test Control Officer (TCO) must submit a letter on official stationery to ABC along with the completed application and any required fees.

NOTE: ABC will acknowledge receipt of applications.

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Ordering, Continued

Applicant Notification

ABC will advise applicants whether or not they have been approved to sit for the examination within 30 days of receipt of the applications.

NOTE: Applicants approved will receive an admittance slip to sit for the exam.

Certification Fees

ABC Fees

ABC certification fees are:

Application Fee	\$95
Renewal Fee	\$95

Administration

Administration Overseas/CONUS

The examination administration date **must** be arranged by the applicant with a CONUS or Overseas DANTES Test Center (please see the following chart for instructions).

CONUS DANTES Test Centers	Overseas DANTES Test Centers
Applicants should make arrangements to test with the TCO at least <u>90 days</u> after ABC receives their application.	Applicants should make arrangements to test with the TCO at least <u>180 days</u> after ABC receives their application.

Entrance to the Examination Room

Candidates must present a picture identification (military ID, driver's license, etc.) and the admittance slip provided by ABC to sit for the exam.

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Administration, Continued

Important Exam Facts

Important facts to remember about the ABC certification examination are:

- The exam is closed book. No reference material, programmable calculators, computers, or cameras are allowed in the examination site. Examinees are permitted to bring a battery-operated, hand-held calculator into the test area.
 - ABC furnishes a formula/conversion chart and scratch paper with the test booklet.
 - Candidates are allowed 3 hours to complete the exam.
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Military Administration

DANTES TEST CENTERS MAY ADMINISTER THE ABC EXAMINATION TO ELIGIBLE ACTIVE DUTY MILITARY AND RESERVE COMPONENT PERSONNEL ON AN UNFUNDED (EXAMINEE PAYS) BASIS UNLESS EXISTING MILITARY REGULATIONS PROVIDE OTHERWISE (E.G., ARMY REGULATION 40-219, NAVMEDCOMINST 1500, AND AFR 169-4).

Civilian Administration

DANTES Test Centers may administer the ABC Certification Program examination to the following civilians **ON AN UNFUNDED (EXAMINEE PAYS) AND SPACE-AVAILABLE BASIS** according to local command policy and Service regulations:

- Retired military personnel
 - Military family members
 - Veterans, and
 - U.S. federal employees
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Scoring

Scoring

All completed answer sheets, logs, test booklets, and other examination materials must be returned immediately to ABC for scoring.

Refunds

Refunds

The \$95 application fee is non-refundable. If the examinee does not take the examination on the date specified, the examinee must reschedule as soon as possible.

NOTE: If the examination cannot be rescheduled within 14 days of the original test date, the DANTES Test Center must return the test booklet and the examinee must reapply.

Re-Testing

Unlimited Re-testing

Examinees failing the examination may retake the test an unlimited number of times. The application processes for each repetition of the examination are the same as those for the initial testing and the fees are the same.

Waiting Period

Examinees are permitted to re-test after a one-month waiting period.

Certificate Maintenance

Certification Period

Certification will be granted for a period of two-years to those receiving a passing score.

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Certificate Maintenance, Continued

Continued Certification

Continued certification will be granted for each successive two-year period by successfully completing both:

- 24 contact hours of professional growth approved by the ABC during the previous two-year period, and
- Actively working in the area of his/her certification for at least 20 percent of the time.

If an applicant is not working 20 percent of the time in his/her area of Certification and would like to place their certification on “inactive status”, he/she should contact ABC.

Failure to Renew

Failure to renew will result in the expiration of the original certification number.

NOTE: To become re-certified, the applicant must reapply to sit for the examination and pay the application fee. A new certification number will be issued upon passing the exam.

Problems

Problems

Contact ABC (see page III-11-3) regarding delayed receipt of :

- Applications and/or
 - Descriptive information
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Appeals Procedure

Appeals Procedure

An appeal procedure is available to any individual who has applied for or received ABC certification and who wishes to appeal any adverse decision affecting his/her certification status. Any individual who does not file a request for an appeal within the required time limit shall waive the right to appeal. Only written appeals of ABC's decisions will be considered. To submit a written appeal, follow the directions below carefully.

Step	Action
1	A request for review and consideration must be submitted in writing to the Certification Committee Chair within 20 calendar days following the date on which the adverse decision was postmarked. The request must be sent by certified mail or other traceable mail. The request should state the reasons why the decision is being contested.
2	The Certification Committee shall review and act on a properly filed request for review within 45 calendar days or receipt. Only information on education and experience previously submitted to ABC will be subject to review by the Certification Committee. Submission of new information or additional documentation may invalidate an appeal and require the applicant to file a new application for certification. Therefore, it is incumbent on the applicant to fully and completely document their education and experience in their original application. The Certification Committee may decide to uphold the decision, or it may take other appropriate action with regard to the request. The Certification Committee is the final authority for certification appeals.
3	The individual will be notified in writing of the decision of the Certification Committee and the reasons therefore within 15 business days following the date of the committee's review and action.

Security

Test Loss or Compromise

Refer to Part I of the *DANTES Examination Program Handbook (DEPH)* for complete instructions if there is an ABC test loss or compromise.

Contact DANTES immediately, and refer to specific Service regulations for complete procedures. DANTES address is:

DANTES	Phone: (850) 452-1360
CODE 20F	DSN: 922-1360
6490 SAUFLEY FIELD ROAD	Fax: (850) 452-1161
PENSACOLA, FL 32509-5243	

WEB Pages and E-mail Addresses

DANTES Web Address

Access the DANTES web pages at <http://www.dantes.doded.mil>.

ABC Web Address

Access the ABC website at <http://www.abccert.org>.

DANTES E-Mail Address

The DANTES Certification Program E-mail address is certprog@voled.doded.mil.
